



City of Troy

Request for Outdoor Event

CONTACT PERSON INFORMATION:

Name of Contact Person: _____

Name of Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone: _____ Email: _____

EVENT INFORMATION:

Request Date: (Please allow 10 working days) _____

Type of Event: _____

Date of Event: _____ Event Name: _____

Location of Event: _____

Event Start Time: _____ Event End Time: _____

EVENT SUBJECT TO THE FOLLOWING RESTRICTIONS:

- Event subject to all applicable laws including but not limited to Noise Ordinance & Parking Regulations. Failure to comply with City of Troy's Noise Ordinance may result in a citation of suspension of event. (Noise should not be audible more than 50 feet from event).
- Street cannot be blocked.
- If any temporary structures are required (staging, platform, etc.) you must attach plans indicating size and location on requested property for review/approval. All tents must have fire retardant label.
- Organization Contact is responsible for the conduct of the participants during the event.
- If event is on business or private property, a letter giving permission to use the property is required. Letter must be signed by the property owner.
- **There will be no cooking allowed on the Square for any non-city sponsored events.**
- **Event requests cannot be submitted more than 90 days prior to event date.**
- **Failure to provide proper cancellation notice of event could result in future requests being denied.**
- **Any walks/races (Club 5Ks, Fun Runs, etc.) require a map of the route and/or street closures to be attached to this form.**
- **THE CITY OF TROY DOES NOT PROVIDE TABLES, CHAIRS, TENTS AND SOUND EQUIPMENT FOR NON-CITY EVENTS. YOU WILL NEED TO MAKE OTHER ARRANGEMENTS FOR SUCH NEEDS.**

EVENT NARRATIVE:

Please describe your event in detail, including purpose, timeline & agenda.

Applicant's Signature: _____ Date: _____

For City of Troy Use ONLY

Comments: _____

Recommended Action: Approved _____ Disapproved _____

Building Official Signature: _____ Date: _____

Mayor Signature: _____ Date: _____



Troy Police Department

Attachment A - Police Department

CONTACT PERSON INFORMATION:

Name of Contact Person: _____
 Name of Organization: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone #: _____ Cell Phone: _____ Email: _____

EVENT INFORMATION:

Request Date: (Please allow 10 working days) _____
 Type of Event: _____
 Date of Event: _____ Event Name: _____
 Location of Event: _____
 Event Start Time: _____ Event End Time: _____
 List Approximate Number planning to attend event: Persons: _____ Animals: _____ Vehicles: _____ Other: _____
 Will alcoholic beverages be served at the event: Yes No
 Describe security requested to include crowd control, internal security, any venue safety, or any other items that need to be secured during the event (if private security company hired indicate name): _____

Map of the event to include placement of barricades and any street closings attached. Yes No Not Applicable
 Route Length: _____ Route will occupy: Half of Street Full Street
 Proposed route will be a: Rolling Closure (street will open up to traffic after participants pass)
 Hard Closure (street will be closed for the duration of the event)
 Date Street to be closed (if any): _____ Time(s) of Street Closing (if any): _____
 Accurately list the streets to be closed: _____
 between _____ and _____
 Alternate street which can be used while event is taking place: _____
 Have all residents and/or businesses on the requested street be notified: Yes No

Note: It is the responsibility of the applicant to ensure compliance with the provisions that are listed below, along with all Municipal, State and Federal Laws.

- The participant will abide by and obey all municipal, state, and federal laws, rules, and regulations.
- The applicant must notify all residents and or businesses affected by this event or closure.
- If the applicant plans to hire additional security they must be Peace Officer(s) certified by the A.P.O.S.T. Council and have jurisdiction in the City of Troy to control traffic and ensure that peace and order is preserved.
- If the applicant hires a private security company provide contact name and they must have a City of Troy Business License.
- The applicant will assume any and all liabilities that may arise by such event or closures.
- This application must be received at least ten days prior to the date of any request for street closures.
- Emergency vehicles must have access, without delay.
- Please note any additional information that the Chief of Police may find important in making a fair determination in regard to this event.

Applicant's Signature: _____ **Date:** _____

For City of Troy Use ONLY	
Recommended Action:	Approved _____ Disapproved _____
Comments:	_____ _____
Chief of Police Signature:	_____ Date: _____



Troy Fire Department

Attachment B - Fire Department

CONTACT PERSON INFORMATION:

Name of Contact Person: _____

Name of Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone: _____ Email: _____

EVENT INFORMATION:

Request Date: (Please allow 10 working days) _____

Type of Event: _____

Date of Event: _____ Event Name: _____

Location of Event: _____

Event Start Time: _____ Event End Time: _____

List Approximate Number planning to attend event: Persons: _____ Animals: _____ Vehicles: _____ Other: _____

Total Number of Tents: _____

Number of Tents by size: 10 x 10: _____ 10 x 20: _____ 15 x 15: _____ 20 x 20: _____ Other sizes: _____

Outdoor Type of Cooking: _____ Gas _____ Electric _____ Charcoal _____ Other: _____

Number of Cooking Locations: _____

Will there be any fireworks/pyrotechnics displayed at your event? Yes No

Will there be any LP-Gas, charcoal, flammable or combustible liquids at this event? Yes No

If Yes, give the name and intended use _____

Will there be candles or fire pits used at your event? Yes No

Note: It is the responsibility of the applicant to ensure compliance with the provisions that are listed below, along with all Municipal, State and Federal Laws.

- There will be no cooking allowed on the Square for any non-city sponsored events.
- The participant will abide by and obey all municipal, state, and federal laws, rules, and regulations.
- The tent shall be located so that is readily accessible by the Troy Fire Department.
- No shavings, sawdust or other combustibles shall be used on the floor of the tent structure.
- There shall be no flammable liquids on the premises without prior approval from the Troy Fire Department.
- The municipal law against smoking shall be enforced.
- All wiring shall be done by a licensed electrician.
- One 2-A Type Extinguisher shall be in every tent.
- A clearance of 3 feet shall be maintained around fire hydrants.
- Please list any additional information that the Fire Chief may find important for a fair determination in regard to the event.

Applicant's Signature: _____ Date: _____

For City of Troy Use ONLY

Recommended Action: Approved _____ Disapproved _____

Comments: _____

Chief of Fire Dept. Signature: _____ Date: _____

Please submit your completed form by emailing to outdoorevents@troyal.gov or faxing to 334.239.0636.

For more information or questions, you may call 334.670.6011.